

DEADLINE:

Please return application & supplemental questionnaire in person or by U. S. Mail with a postmark on or before:

**4:30PM
FRIDAY
MAY 14, 2004**

City-County Employment Office

Your Telephone # _____ E-Mail _____ Date: _____

LIBRARY ASSISTANT III

Eiseley Branch - Adult Services

Req. #17098

SUPPLEMENTAL QUESTIONNAIRE

Name: _____ Social Security # _____

Please allow 2 weeks from the closing date of this position before expecting to receive notice (one way or another) with regards to an interview.

PLEASE READ BEFORE COMPLETING:

The information you provide on this form will be used to further evaluate your training and experience as it relates to the position(s) for which you are applying. Be certain to include: paid employment, military history, volunteer experience, and any educational training and/or experience. **NOTE:** Please make certain that all employment history and education mentioned on this supplemental questionnaire also appear on your application. We screen all applications based upon the information **you, the applicant**, provide on these documents only. We do not refer to resumes.

This questionnaire is a supplement to your application and is made a part thereof and subject to all terms and conditions noted on the Application for Employment. Remember, you are responsible for the completeness and accuracy of this form as well as the application. Incomplete or omitted information on either of the documents could result in you, the applicant, not receiving full credit for your experience. So please, be as detailed as possible.

CRIMINAL HISTORY CHECKS WILL BE MADE ON TOP CANDIDATES.

NOTE: This position is FULL TIME working 40 hours a week including days, evenings, and weekends.

1. Do you have a bachelor's degree with major course work in liberal arts? YES ____ NO ____
If "YES", below, list your degree and course work in the liberal arts:

Degree: _____

Course Work: _____

2. Do you have experience providing specialized library, technical or reference work? YES ____
NO ____ If yes, please list your employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

(CONTINUED ON REVERSE)

3. Do you have experience with the following? (Below, please “X” all that apply).

“X”

Personal computer _____

Online databases _____

Microsoft Windows _____

CD-ROM Applications _____

Computer Trouble Shooting _____

Internet Usage _____

4. Do you have experience in any of the following areas?

A) Teaching others how to use computers or the Internet? YES ____ NO ____ If yes, list employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

B) Planning and providing programming for adults? YES ____ NO ____ If yes, list employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

(CONTINUED ON NEXT PAGE)

5. Do you have work experience in which you provided service to the general public? YES ____ NO ____ If yes, please list your employer(s), describe the duties you performed, and how long.

Employer

Duties

Length of Service

____ Yrs ____ Mos

____ Yrs ____ Mos

____ Yrs ____ Mos

6. Do you have work experience using a library automated system? YES ____ NO ____ If yes, please list your employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

7. Do you have supervisory experience or experience coordinating the work of others? YES ____ NO ____ If yes, please list your employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

8. This is a **full time** position working **40** hours per week. Must be available to work day, evening and weekend hours. Does this present a problem? YES ____ NO ____ If YES, please explain.

9. Do you have experience working and communicating with individuals from culturally diverse backgrounds? YES ____ NO ____ If yes, list your employer(s) and describe your experience.

Employer: _____ Employer: _____

Experience: _____

(CONTINUED ON REVERSE)

	<u>Yes</u>	<u>Read</u>	<u>Speak</u>
10. Are you fluent in Spanish?	_____	_____	_____
Are you fluent in Vietnamese?	_____	_____	_____
Are you fluent in Russian?	_____	_____	_____
Are you fluent in American Sign?	_____	_____	_____
Other languages (List) _____	_____	_____	_____
_____	_____	_____	_____

11. CRIMINAL HISTORY CHECKS will be conducted on the top applicants. In order to perform such checks, the Lincoln the Police Department requires the following information.

I understand that criminal history checks will be conducted on the candidates and I agree to provide the following information:

(Please initial)

_____	_____	_____
Last Name	First Name	Middle Name
_____	_____	_____
Birth date	Sex	Maiden Name (if applicable)

IMPORTANT – PLEASE NOTE POLICY BELOW:

I understand that **ALL convictions** for any law violation (i.e., DUI, shoplifting, minor in possession, reckless driving, etc.) other than a minor traffic violation (i.e., parking ticket, speeding ticket), including convictions that have been “*set aside*”, “*probationed*” or “*pardoned*”, **must be listed on the front of the application form or on an attached sheet.** Consideration is given to the offense and its relationship to the position for which you are applying. **Failure to list convictions will be considered to be falsification of your application and result in automatic rejection. [Lancaster County Personnel Rules 5.4(c) and Lincoln Municipal Code 2.76.230(d)]**

12. Have you listed on the application form ALL jobs and/or education described on this questionnaire?
YES ____ NO ____

NOTE: Failure to list all jobs and/or education on the application could be cause for rejection based on insufficient information. A Resume **CANNOT** be used as a substitute. Please check your application again.

_____	_____
Date)	(Signature)